

## PLAN YOUR DAY

TRY!

Schedule your productive work blocks first, then mindless tasks on the periphery.

DATE: <div></div>	
6:00 - 6:30	
6:30 - 7:00	
7:00 - 7:30	
7:30 - 8:00	
8:00 - 8:30	
8:30 - 9:00	
9:00 - 9:30	
9:30 - 10:00	
10:00 - 10:30	
10:30 - 11:00	
11:00 - 11:30	
11:30 - 12:00	
12:00 - 12:30	
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17:30 - 18:00	
18:00 - 18:30	
18:30 - 19:00	
19:00 - 19:30	
19:30 - 20:00	
20:00 - 20:30	
20:30 - 21:00	

### SET YOUR TOP 3 GOALS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## MINDLESS TASKS:

[illegible]

## PLAN YOUR DAY

WHAT WILL YOU DO TO MANAGE YOUR ENERGY?

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DID YOU DO AN END OF DAY RITUAL?

☐ YES

☐ NO

### PARKING DOWNHILL

WHAT DID YOU GET DONE?

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WHAT DO YOU NEED TO DO TOMORROW?

PRODUCTIVE WORK:

MINDLESS TASKS:

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WHAT CAN YOU DELEGATE OR DELETE AFTER ALL?

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